

### **0850.02.03      APPL PROCESS FOR DETERMINING ELIGIBILITY**

REV: [01/2004](#)

[09/2006](#)

C. Application Process for Determining Eligibility - 0850.02.03: The application for CCAP consists of the required application or request for CCAP services form, the documentation necessary to verify eligibility and establish the need for services, and/or the most current information available on the applicant from other DHS program sources.

Families seeking eligibility for the Child Care Assistance Program shall apply to DHS in accordance with the following:

1) Application Requirements. The parent shall make application for the CCAP by submitting a signed FIP request for services or CCAP application form, along with the documentation required to verify eligibility and the need for services. In a two-parent home, both parents must sign the application. Both the type of form and the documenta—tion that must be submitted vary, depending on whether the family qualifies to apply for the CCAP on the basis of categorical or income eligibility. Specific information about the appropriate forms and sources of verification required are contained in the CCAP application packet and made available, upon request, by contacting any DHS office.

2) Point of Application. FIP beneficiaries, including those who are ASSC participants and families making the transition off cash assistance, shall make CCAP application through their social caseworker in their local FIP office.

All other ASSC participants and working families shall make application to a Child Care Assistance Unit (CCAU) representative.

3) Application Date. The date a signed application or request for services form is date stamped as received by DHS is the application date.

4) Application Period. The application period is the period when eligibility for the CCAP is determined by DHS staff.

The period begins on the application date and extends for thirty (30) days. An application is considered incomplete until DHS has all the information and documentation required to make an eligibility determination. Once an application is complete, every effort will be made to determine eligibility in the most expeditious manner possible. An application that remains incomplete on the last day of the application period shall be denied unless DHS is responsible for the delay in processing the application.

5) Application Review. Department representatives shall first review applications for completeness. If a determination of eligibility cannot be made in conjunction with this initial review, a letter or letters shall be sent to the family applying for the CCAP containing one or more of the following as appropriate:

a) A statement acknowledging receipt of the appropriate application form and indicating the application date—that is, the date the signed form was date-stamped as received by DHS;

b) The unique CCAP certificate number assigned to the family. This is the identification number that shall be used by approved child care providers when enrolling eligible children for CCAP authorized child care services;

c) The names of the children in the family for whom child care assistance is being requested; and

d) A statement indicating that the applicant may request services from an approved child care provider pending final determination of eligibility by DHS. The statement shall include a disclaimer indicating that:

i) DHS shall only make payment for allowable child care expenses when rendered by a CCAP approved provider;

ii) An approved child care provider is not required to accept a child during the period when an application is pending. If a child is accepted, the provider must enroll the child either prior to or during the first week of care; and

iii) DHS shall not guarantee payment for any child care expenses incurred while an application is pending. A family requesting to enroll a child for services prior to the final determination of eligibility shall disclose to the approved child care provider that their application for child care assistance is pending and that no payment shall be made by DHS for any child care expenses if the application is denied.

e) If necessary, a list of any missing information or documentation required to determine eligibility, the appropriate DHS location to send the information to, and a deadline for submitting any information requested. This list shall identify:

i) Any missing documents necessary to verify that the family meets the requirements for categorical or income eligibility;

ii) Any information required to assess the need for services that is incomplete or cannot be verified through another DHS program source; and

iii) For FIP beneficiaries, the list shall specify if any components of an employment plan have not been completed or approved prior to the submission of the application for child care assistance.

6) Determining the Basis for Eligibility. Upon determining that the general requirements for the CCAP have been met, FIP Unit or CCAU representatives shall assess the scope of CCAP services to be authorized on the basis of the criteria for categorical or income

eligibility, as specified in sections 0850.02.04 and 0850.02.05 of this rule, respectively.

7) Initial Eligibility Date. The date DHS determines to be the earliest date a family can begin receiving CCAP authorized child care services is the initial eligibility, or care start date. This date may or may not be the same as the application date.

a) The certification period for CCAP authorized services shall begin on the initial eligibility date and shall continue for a period not to exceed twelve (12) months.

b) Any child care services utilized prior to the initial eligibility shall be deemed unauthorized and shall not be considered allowable child care expenses for the purposes of making CCAP payments.

8) Application Restrictions. Applicants shall provide complete and accurate information and all documentation required for verification listed on the CCAP application or request for services form. Submitting false or inaccurate information for the purposes of obtaining CCAP eligibility shall result in denial of the application.

a) Non-cooperation. Failure to provide the documentation required to verify any eligibility requirement, including the source of income or need for services is acceptable grounds for a delay in the processing of an application. If such failure continues beyond the thirty(30)day application period, the application shall be deemed incomplete and denied on the basis of non-cooperation.

b) Limits. CCAP eligibility determinations shall be based on the application, including any required forms and documentation submitted by the applicant and/or available from other DHS program sources. The application is valid until eligibility is determined DHS within the prescribed application period of thirty (30) days unless the application is withdrawn voluntarily. After thirty 30) days, submission of a new application may be required.

i) If CCAP eligibility is denied, the application is invalid after the thirty (30) day appeal period expires.

ii) If CCAP eligibility is approved, the application is presumed valid from the application date to the end date of the certification period unless there is a change in the family's status or circumstances that might in any way affect CCAP eligibility.

c) Duty to Report. Applicant and recipient parents shall report to DHS any changes in the information or documentation included in, or submitted in conjunction with, the CCAP application related to the general requirements (0850.02.02) or criteria for categorical (0850.02.04) or income eligibility (0850.02.05) within ten (10) days from the date the change occurs. The duty to report begins on the application date and remains in effect while the application is valid. Failure to report changes in a timely manner may be grounds for denying eligibility to an applicant or discontinuing authorized services for CCAP beneficiaries. The responsibility to report changes to DHS, within specific time limits, is established in greater detail in Section 0850.02.09 of this rule.

9) Periodic Redetermination. The eligibility of CCAP beneficiaries shall be redetermined on a periodic basis through either recertification or case review. Families shall be notified in writing of the date their eligibility shall be redetermined, no later than the first day of the last month of the family's certification period. Income eligible families and FIP families who have employment as their approved activity, shall be sent a renewal form prior to the end of the current certification period. In order for CCAP authorized child care services to continue without interruption, the completed and signed form must be submitted to DHS by the renewal date specified. The frequency and nature of recertification varies in accordance with the basis for eligibility.

a) Categorically eligible families are subject to a case review that assesses compliance with applicable FIP program requirements. Authorization periods shall not to exceed twelve (12) months in one (1) certification period.

b) Income eligible families are subject to recertification every six (6) months, or more frequently, depending on the period of CCAP authorized services.

c) Change of CCAP application type from one program to another (example FIP to Income Eligible) within a certification period may result in a new authorization period in accordance with CCAP rules for the new program under which eligibility is determined.

~~10d)~~ Military Reserve Members Called to Active Duty. In determining continuing eligibility for CCAP benefits for children of parent(s) who are members of reserve components called to active duty during a time of conflict, the Department shall freeze the family composition and the family income of that reserve component member as it was in the month prior to the month of leaving for active duty. This shall continue until the individual is officially discharged from active duty.

~~1011~~ 10) Notice of Approval, Notice of Denial, Right to Appeal and Hearing. Applicants for the CCAP shall receive adequate notice of DHS eligibility determinations and the right to appeal. DHS shall also provide timely and adequate notice of any adverse decisions terminating or reducing benefits.

As indicated in Section 0850.02.08, DHS also sends a letter confirming enrollment of an eligible child by an approved child care provider. Notices and correspondence sent by DHS related to CCAP eligibility and enrollment are specified in full in Section 0850.02.09.